

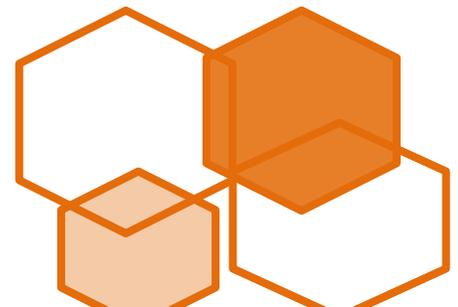


## I submitted my reimbursement through [www.miami.edu/expenseform](http://www.miami.edu/expenseform), what happens next?

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### Your reimbursement goes through the following process:

1. Student submits reimbursement online
2. Reimbursement routes to the organization's advisor for approval in Workday (please note this may appear twice in an advisor's inbox: once as a Program Manager, and again as a Cost Center Manager. Therefore, it is imperative that an advisor refreshes their Workday inbox after approval to see if it appears in their box again. Failure to do so may result in the reimbursement getting stuck sitting in their box. Please communicate with the advisor to ensure it is not in their inbox at [www.workday.miami.edu](http://www.workday.miami.edu).
3. After approval from the advisor it routes to the SASO Financial Team for approval in Workday. They will review the reimbursement for proper documentation and verify dollar amounts for each item against the SAFAC budget (if the SAFAC program ID is being used). Any edits will cause the reimbursement to be sent back to the organization advisor for editing. Therefore, it is important to keep in communication with your advisor to ensure you can provide any missing documentation or information for them to edit on your behalf (students do not have access to their reimbursement in Workday after it is submitted). Please note that if the Non-SAFAC account is being used, the reimbursement will be sent back if there are insufficient funds in the account. The organization advisor has access to review the account balance if you have questions before submitting.
4. After approval from the SASO Financial Team, it routes to the final approver, Check Disbursements. Please allow for 5-7 business days for processing depending on the volume of requests they have in their queue. If you need to change the address of your reimbursement after approval or did not receive your check after 2 weeks, please contact them at 305-284-3564 or [disbursements@miami.edu](mailto:disbursements@miami.edu).



# How can I follow up on the status of my reimbursement?

The **organization's advisor** has access to view the status of the reimbursement if the Non-SAFAC or SAFAC Program ID are used, so contact your advisor to view the status. They can find the reimbursement in two different ways:

1. Use the Workday report *Find Ad Hoc Payment Lines by Organization* by typing it in the Workday search bar

## Find Ad Hoc Payment Lines by Organization

Organization \*

Payment Date On or After MM / DD / YYYY

Payment Date On or Before MM / DD / YYYY

Payee

Status

Item

Spend Category as Worktag

Line Amount Greater Than 0

Line Amount Less Than 0

Payment Type

OK Cancel

This is the only required field. This is the Program ID (account #) used for the reimbursement. If you type the name of the organization and hit enter it should populate the choices for you to select from (SAFAC vs. Non-SAFAC or you can select both). If you type the Program ID, please make sure to hit enter so Workday can populate it

If you want to filter the results more, you have the option to type the name of the payee and hit enter. Workday will populate a drop-down menu where you can select the people you want to see reimbursements for

Click OK and Workday will provide a report of reimbursements for the Program IDs and payees listed. Please note the report will appear per line item. So, if someone submitted a reimbursement with three different line items, the report will show that reimbursement three times, by item. Click on the blue link under the "Ad Hoc Payment" column to view the reimbursement.

Once Workday pulls up the reimbursement, scroll down until you see the section below. Click on the Business Process tab to see the status of the reimbursement.

Lines   Reconciliation Information   Payee Address   Alternate Names   Attachments   **Business Process**

Lines 1 item

Company	Item	Item Description	Spend Category	Tax	Tax Recoverability
200 Academy		Conference/Seminar Registration	SC08801 - Registration Conferences & Seminars	Tax Applicability  Tax Code	

Here you can review if there are any comments about the reimbursement, who the reimbursement is pending, if it was sent back for editing, or the date someone approved the reimbursement. In the scenario below, the advisor, who is the Cost Center Manager, approved the reimbursement on 5/20/20. A member of the SASO Financial Team approved it on 5/20/20 as well, and Check Disbursements approved it on 5/21/20. They are the final approver, so the check is mailed out shortly after their approval.

Completed On	Due Date	Person	Comment
05/20/2020 04:00:00 PM	05/22/2020	Advisor's Name (Cost Center Manager)	
05/20/2020 04:49:47 PM	05/22/2020	Christine Baez (Senior Business Manager) ()	
05/21/2020 08:57:24 AM	05/22/2020	Ruth Diaz (Disbursement Manager)	

**OR**

2. Go to Workday → click on the inbox in the top right corner → click on Archive which will show all transactions they have approved within the last 30 days → click on the reimbursement
  - a. Click on the Process tab to see the similar box above with the dates and status